



State of Tennessee Department of Children's Services

Administrative Policies and Procedures Change Notice (and PCN's) –December 29, 2014

- State and Federal Laws governing DCS policies are listed in the “**Authority**” Section of each policy listed below.
- Best Practice Standards governing DCS policies are listed in the “**Standards**” Section of each policy listed below
- Managers and Supervisors/designees must provide instruction, interpretation and/or training on policies and procedures and other documents relevant to an employee's job duties as required by DCS Policy [1.3 Communication-Meetings, Information Sharing Policy Development and Review](#).
- Policies listed below are effective according to the date listed in the policy footer below.

Note:

- Forms are revised frequently. Always check the “Forms” web page for the most current version. Forms may not be altered without prior approval.
- Refer to definitions of **Major/Minor Policy Review** in footer below.
- If hyperlinks do not work properly from this list, go to the appropriate web pages to access documents.

	Policy No.	Policy/Other Document	Policy Chapter	Policy Owner/Contact	Effective/ Revision Date	New/Updated Forms/Protocols/ and Other Documents Associated with Policies and Procedures
1.	5.2	Professional Development and Training Requirements	5	Gail Seymour, Director, Training and Prof. Dev.	12/29/14	CS-0752 Record of Training Participation CS-0840, Professional Development Course Waiver Professional Development Hours Chart Required Training Chart
Policy Revisions:		<ul style="list-style-type: none">• Training courses removed from policy and placed into 2 new training charts.• The professional development division title updated to “Office of Learning and Development”.• Section C ‘Written request for professional development waivers’ updated and references form CS-0840.• Documentation and Compliance sections updated. Policy Posted. Major Policy Review.				
2.	13.1	Supervision Levels of Youth Adjudicated Delinquent for Custodial and Non-Custodial Youth	13	Jacqueline Moore, Ex. Director, JJ YDC Superintendents	12/29/14	Protocol for Reporting Delinquent Runaways, Absconders and Escapees for DCS Juvenile Justice Case Managers: Custodial Cases.
Policy Revisions:		<ul style="list-style-type: none">• Policy statement reduced• Edits to language around levels of Supervision and classifying youth.				

- **Major Policy Review:** A New policy or existing policy revisions that is **substantial** that **impact current practices or processes**. An overview/ training are conducted with employees that are relevant to an employee's position or job duties.
- **Minor Policy Review:** Policy revisions that may not have a significant impact on current practice or processes. An overview/training is reviewed/discussed during regularly scheduled meetings or at the discretion of Supervisors or Managers.

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		<ul style="list-style-type: none"> Additions made to youth classified for Inactive Supervision. Youth who are on probation and have been placed in a residential program by their parents may be placed on inactive supervision; however, the FSW must maintain monthly contact with the youth's parents. Information added and removed on Quarterly Reviews in Section B. "Private" Provider updated to "Contract" Provider. Policy Posted. Major Policy Review. 				
3.	14.29	Ongoing Non-Custodial Worker Responsibilities	14	John Johnson, Dir., Foster Care & Adoptions	12/29/14	CS-1031,CPS Case Transition Checklist Protocol for Non-Custodial Child and Family Team Meeting
Policy Revisions:		<ul style="list-style-type: none"> Comprehensive policy revision to all sections. Policy Posted. Major Policy Review. 				
4.	15.9	Access and Release of Information from Sealed Adoption Records and Other Services	15	Cheri Stewart, Director , Centralized Permanency Services	12/29/14	CS-0403, Appeal for Fair Hearing CS-0728, Contact Veto Registry Application CS-1025, Administrative Request to Access Sealed Adoption Record and Release of Information CS-1026, Request Access to Sealed Adoption Record/Release of Information and Other Services CS-1027, Advance Notice Registry Application CS-1028, Affidavit of Income and Resources for Waiver of Sealed Record Fees CS-1030, Sworn Statement Agreement
Policy Revisions:		<ul style="list-style-type: none"> New Policy. Policy Posted. Major Policy Review. 				
5.	16.8	Responsibilities of Approved Resource Homes	16	John Johnson, Dir., Foster Care & Adoptions	12/29/14	CS-0707 Medical Self-Report (Annual) Resource Parent/Child 16.8 Attachment 1

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Policy Revision:		<ul style="list-style-type: none"> Form CS-0707, Medical Self-Report (Annual) Resource Parent/Child removed from policy. Form also has title change to Medical Self-Reports for Other Adults and Children. During reassessment of resource homes, instead of using form CS-0707, form CS-0678, Resource Parent Medical Report, is now required by a licensed physician, nurse practitioner or equivalent health care professional documenting acceptable physical and emotional health. This form will also be used to document any reported health changes prior to reassessment. 16.8 Attachment 1-Guidelines for Supplemental Respite Care had updates throughout regarding supplemental respite care. Per COA requirements- Additional documentation will be needed when: there are more than five (5) total children in the home (including birth and adopted children); or there are more than two (2) children under the age of two (2) in the home. Foster Parent Support Unit (FPSU) replaced with Resource Parent Support (RPS) worker .Policy Posted. Major Policy Review. 				
6.	16.46	Child-Youth Referral and Placement	16	John Johnson, Dir., Foster Care & Adoptions	12/29/14	None
Policy Revision:		<ul style="list-style-type: none"> Section G-Per COA, information identified for any placements, including ICPC approved placements, that do not require a PER, but do require case recordings when there are more than five (5) total children in the home (including birth and adopted children); or there are more than two (2) children under the age of two (2) in the home . Policy Posted. Major Policy Review. 				
7.	18.34	Referral and Placement of Youth in Regional Youth Development Centers	18	Jacqueline Moore, Ex. Director, JJ YDC Superintendents	12/29/14	CS-0543, Well Being Information and History CS-0627, Informed Consent for Psychotropic Medication CS-0585, Waiver to Central Office Population Committee Management Committee and Appeal of Population Committee Denial to YDC Appeals Committee
Policy revisions:		<ul style="list-style-type: none"> Policy 18.38 merged deleted as of 12/29/14. New Section (B) created for YDC Population Management Unit (Classification). In addition to other information listed, "Referral Information and Documentation" will also include: Form CS-0727, Initial Intake, Placement Referral and Checklist; and CFTM summary with a YDC recommendation. Section C-a list of information the FSW needs to provide within 10 days of a child's placement at a YDC. The Youth Level of Service/Case Management Inventory (YLS/CMI)TM will be completed in twenty-one (21) calendar days and made available to the YDC. Section D-The waiting list for each YDC will now be maintained and tracked by the Population Management Unit. Following sections deleted: Residential Appeals Committee (RAC) Composition, Procedures for appeal of denial of placement upon referral & decisions of the RAC. Policy Posted. Major Policy Review. Policy Posted. Major Policy Review. 				

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8.	31.15	Guidelines for Transportation of Children-Youth by Regional Employees	31	John Johnson, Dir., Foster Care & Adoptions	12/29/14	None
Policy revisions:		<ul style="list-style-type: none"> Sections A 7-9 Provides a clear definition of the staff to child ratio when transporting children, details contract agency responsibilities and who may provide a waiver of transportation rules if necessary. Section A-14 Provides guidelines for transporting children over the age of twelve (12) when it may be necessary to request an additional employee to assist with transport. Examples of reason to make such a request are listed in this section. Section A-20 Explains steps for transportation of non-custodial children and the proper form to use. Policy Posted. Major Policy Review. 				

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